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Financial Administration

TEMPORARY DUTY TRAVEL POLICIES AND PROCEDURES

Summary. This regulation establishes policies and procedures for the effective management and control of temporary duty (TDY) travel.

Applicability. This regulation applies to all personnel assigned to or under the operational control of HQ, TRADOC; installations; and TRADOC activities.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Commander, TRADOC, ATTN: ATRM-AT, 5 North Gate Road, Fort Monroe, VA 23651-1048.

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Resource Management (DCSRM). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATRM-AT, 5 North Gate Road, Fort Monroe, VA 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is available on the TRADOC homepage at <http://www.tradoc.army.mil>.

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Chapter 1

Introduction

1-1. Purpose. This regulation contains policies, assigns responsibilities, and provides procedures for requesting, authorizing, funding, and performing temporary duty (TDY). This regulation will be followed whenever a trip is authorized which will result in an obligation of appropriated funds allocated to TRADOC. This regulation is published in order to instill throughout TRADOC an ongoing attitude of stewardship in managing travel from the planning phase to the execution phase. TRADOC commanders should incorporate the basic tenets of this

regulation within implementing directives published at their installation or activity. The Office of Management and Budget, acting as executive agent for the President, has directed that measures be taken throughout the Executive Branch of the government to curb the expenditure of appropriated funds for travel.

1-2. References. Required and related references used in this regulation are contained in appendix A.

1-3. Explanation of abbreviations. Abbreviations used in this regulation are explained in the glossary.

Chapter 2 Responsibilities

2-1. Commander, U.S. Army Training and Doctrine Command (TRADOC). Provide to TRADOC installations policy guidance for the effective management and control of TDY.

2-2. Commanders, TRADOC installations. Establish a proactive program to limit travel expenditures to an absolute minimum consistent with mission requirements.

2-3. Directors of Resource Management, as applicable, will—

a. Devise policies and procedures aimed at ensuring the most prudent use of resources committed to travel. In this regard, scrutinize, through periodic reviews, all travel undertaken with particular attention to—

- (1) Travel associated with job interviews.
- (2) Coordination visits between activities.
- (3) Familiarization and general surveillance trips.
- (4) Conferences, symposiums, and seminars for administrative, organizational, or training purposes.
- (5) Change of command ceremonies.
- (6) Sports participation.
- (7) Staff visits.
- (8) Training courses not specifically required for job performance or career development.
- (9) Staff retreats.

b. Assume general stewardship of travel resources throughout the installation and/or activity in consonance with the responsibility for overall installation/activity resource management. Within this capacity, continually promote innovative ways to instill travel cost-consciousness throughout the installation.

c. Include status of travel utilization as part of the installation/activity review and analysis process.

d. Highlight the installation/activity travel status as necessary during Program Resource Advisory Committee (PRAC) and/or Senior PRAC meetings.

e. Initiate actions to ensure that the intent of this regulation is followed; e.g., publish standing operating procedures, conduct periodic briefings for all personnel who might normally be expected to travel, etc.

2-4. Activity program directors will—

a. Estimate/obligate TDY costs IAW appendix B and complete item 14 of the DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel).

b. Enter the accounting classification in item 19 of DD Form 1610 and certify that funds are available.

c. Follow up, at least monthly, on unliquidated travel obligations and deobligate if travel is not performed, unless airline tickets were issued and credit has not appeared.

d. Perform joint reviews of unliquidated obligations (Non-Stock-Fund Orders and Payables (NSFOP) Report) with the appropriate Operating Location (OPLOC), Accounting Branch, throughout the year with the final review being performed within the last 60 days prior to the end of the fiscal year (RCS CSCFA-218). Reviews will be IAW Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN) Reg 37-1.

2-5. Order authenticating officials will—

a. Ensure DD Form 1610 is prepared IAW appendix B and policies contained in this regulation.

b. Ensure costing is reasonable.

c. Ensure entitlements stated are authorized under governing regulations.

d. Ensure funds were properly certified.

e. Ensure only authorized officials have signed in items 17 and 18 of DD Form 1610.

f. Authenticate the order by signing in item 20, dating in item 21, and assigning a controlled order number in item 22 of DD Form 1610.

2-6. Travel approving officials will—

a. Verify the necessity for official TDY travel to ensure it is mission-essential and planned in the most cost-effective manner IAW appendix B and policies contained in this regulation.

b. Provide blanket travel orders (BTO) only for personnel whose duties require frequent repetitive travel to the degree that issuance of specific travel orders would be impracticable (see para 3-5b(2)).

c. Sign DD Form 1610 in item 18 and forward to the activity program director for certification of funds.

d. Perform supervisory review referred to in para 3-14.

e. Provide servicing OPLOC travel section with a completed DD Form 577 (Signature Card).

2-7. Requesting officials will—

a. Determine necessity for official TDY travel, most cost-effective mode of transportation, and minimum necessary traveler entitlements.

b. Initiate DD Form 1610 IAW this regulation and use appendix B as a guide for preparation.

c. Use checklist and internal control guidelines referred to in para 3-2 when requesting orders.

d. Sign DD Form 1610 in item 17 and forward to approving official.

e. Perform a supervisory review of traveler's completed DD Form 1351-2 (Travel Voucher or Subvoucher) IAW para 3-14 after completion of TDY and prior to forwarding to Defense Military Pay Officer/OPLOC for payment.

2-8. Military/civilian travelers will—

- a. Exercise the same care in incurring expenses that a prudent person would if traveling on personal business.
- b. Make travel arrangements through local commercial travel office (CTO) or transportation office, as applicable.
- c. Submit orders to OPLOC in sufficient time to pay advance travel, if applicable (para 3-12).
- d. After completion of TDY, prepare DD Form 1351-2 IAW appendix C.
- e. Submit completed DD Form 1351-2 to supervisor for review within 5 days after completion of TDY.

2-9. Staff Judge Advocates/legal advisors will—

- a. Provide advice and legal interpretation of statutes, regulations, and policies affecting travel.
- b. As required, review requests for invitational travel orders, accompanying spouse travel, and acceptance of travel benefits from non-federal sources.
- c. Compile and submit SF 326 (Semiannual Report of Payments Accepted From a Non-Federal Source) for travelers in their jurisdiction to the Standards of Conduct Branch, Office of the Staff Judge Advocate General, HQDA.

Chapter 3

Policies and Procedures

3-1. General. The prudent management of limited TDY funds is essential and requires command involvement. All persons involved in the TDY request, approval, authentication, and payment process, including the traveler, must be prepared to explain the reasonableness of their actions in the expenditure of travel funds. Managers at all levels will consider alternatives (e.g., correspondence, telephone, teleconference, etc.) prior to requesting travel authorization. All TRADOC personnel will ensure compliance with the Secretary of the Army's (SA) travel policies.

3-2. Internal controls.

- a. Controls must be established at all levels of command and within each activity to limit TDY travel to the minimum number of personnel and days to accomplish the mission.
- b. To ensure effective and efficient use of travel funds, requesting, approving, and authenticating officials will use the following pertinent guidelines:
 - (1) Question the reasonableness of the travel request based on the stated purpose and other information available.
 - (2) Plan trips as far in advance as possible.
 - (3) Ensure the purpose for the trip cannot be accomplished by other means; e.g., video teleconference, correspondence or telephone.
 - (4) Minimize the number of travelers required to accomplish the mission.

(5) Ensure the exact location is shown. (If traveler is TDY to Fort McPherson, GA, indicate the installation and not Atlanta, GA.)

(6) Except under unusual circumstances, direct the use of government quarters and mess unless a certificate of nonavailability is obtained.

- (7) Use government transportation whenever possible.
- (8) Minimize the use of rental cars.
- (9) Combine visits within the same geographical area.

(10) Ensure travel is performed by the most expeditious and economic means of transportation. Privately owned conveyance (POC), if authorized, must be the least costly mode or reimbursement will be limited to the constructive travel cost to include maximum use of special economy fares.

(11) Use the Army Travel Charge Card whenever possible. Use of the card provides commands with additional funding from rebates received and allows traveler to use split disbursement option to reimburse contractor for charges incurred.

(12) Ensure amendments, rescissions, or revocations are issued with minimum delay.

(13) Ensure entitlements are stated in travel orders, justified, and authorized by governing regulations.

(14) Ensure travelers submit travel settlement vouchers to their supervisor within 5 days after completing TDY.

(15) Utilize the Army Lodging Success Program when required.

3-3. Limitation of TDY.

a. No individual or organization will be placed on continuous TDY at one location for a period in excess of 180 calendar days without prior approval of HQDA. AR 600-8-105, para 1-21c, provides guidance for requesting approval for exceptions. Installation commanders are authorized to approve up to a maximum of 180 calendar days of accumulated TDY (non-continuous or continuous). The 180 days is computed by adding all of the individual's TDY performed during the preceding 12-month period. TRADOC must approve non-continuous TDY, beyond 180 calendar days, accumulated in a 12-month period. Requests for HQDA approvals will be forwarded by memorandum through Commander, TRADOC, ATTN: ATBO-BP, 5 North Gate Road, Fort Monroe, VA 23651-1048 to HQDA (TAPC-PDO), Alexandria, VA 22332-0474.

b. When a period of TDY exceeds 6 months, consideration should be given to changing the employee's permanent duty station. Exceptions are—

- (1) Employees on a long-term training assignment.
- (2) When it is determined that a TDY assignment is more economical than a permanent change of station movement expense.
- (3) When the employee will return to his/her station within 6 months from the initial duty assignment.

3-4. Transportation.

a. Transportation arrangements.

(1) Travelers, including those on invitational travel orders, will utilize the services of and make travel arrangements through the CTO for continental United States (CONUS) travel or the Transportation Office for outside continental United States (OCONUS) travel. If travelers are not near a government ticket office, the activity directing the travel will make the ticket available at the nearest airport or send the ticket by certified mail to the traveler.

(2) Reservations will be made as far in advance as possible to take advantage of discount fares. Penalty fees incurred due to use of discount fares are reimbursable, not to exceed contract fare.

(3) The most expeditious and cost-effective mode of transportation will be used, taking into account mission requirements, time limits, availability of transportation, and economic considerations.

(4) A cost comparison, clearly proving that it is more cost-effective, will be performed prior to authorizing POC as more advantageous to the government (see app B, para B-2m).

b. Air transportation.

(1) All commercial air travel will be in coach class. Use of premium-class (first, business) accommodations for commercial air travel is not authorized except under those situations specifically authorized in travel regulations (JFTR, para U3125 and JTR, para C2204).

(2) Special air mission (SAM) aircraft will not be used unless travel is plainly in the national interest, for official purposes, and when commercial transportation is clearly incapable of meeting security requirements or other significant reasons. Among Army military officers, only four-star general officers may use SAM aircraft.

(3) Use of government air as a cost-effective alternative to commercial air will be considered whenever feasible.

(4) Scheduling and use of Operational Support Airlift will be IAW TRADOC Reg 95-5.

c. Official Vehicles. When cost-effective, government-owned or controlled transportation assets will be used for TDY travel. AR 58-1 provides Army policy on the administration and use of official vehicles.

d. Travel within and around TDY station.

(1) Authorization to utilize a POC for TDY does not automatically constitute authority for reimbursement of travel within and around the TDY station.

(2) The use of a POC may be authorized or approved for travel within and around the TDY station if it is determined to be more advantageous to the government or if a statement is obtained from the TDY installation that government or commercial transportation is not available.

(3) Reimbursement for travelers is limited to one round-trip daily between place of lodging and place of business; not more than three round-trips daily between the place of business or lodging and the place where meals are

procured, with any round-trips in excess of one subject to approval by the traveler's commanding officer or order issuing official; and not to exceed 30 miles for each round-trip unless a commander/commandant establishes a lower limit, as reflected in Army Training Requirements and Resources System (ATRRS) "SH" screen.

(4) Travelers will provide a signed statement containing a daily itemization of their mileage within and around the TDY point. This will be reviewed and approved by the requesting or approving official and submitted with the travel settlement voucher.

e. Rental cars.

(1) The use of rental cars during TDY will not be a routine authorization. Consideration must be based on factors such as the need for local travel at the TDY location, availability of public or government transportation, cost of taxi service, and number of travelers.

(2) Every effort should be made to coordinate transportation requirements with personnel at the TDY location in advance of the travel to preclude the requirement for commercial rental vehicles.

(3) Rental cars will not be authorized for use while attending schools or courses of instruction unless the location of the TDY point makes it impractical to rely on government or less expensive commercial transportation.

(4) When the use of a rental car is authorized on the travel order, the traveler must contact the CTO for car rental reservations. The CTO has a current list of rental car companies having agreements with the Military Traffic Management Command. The traveler should request a confirmation number from the CTO to ensure that the reservation has been processed. The requirement for other than standard compact rental car will be stated in the TDY order.

(5) The cost of extra collision insurance to provide full coverage collision insurance is not authorized when official travel is performed wholly within CONUS, Alaska, Hawaii, Puerto Rico, or the territories and possessions of the U.S. However, it is reimbursable when travel is performed outside these areas.

(6) When extra collision insurance is not purchased, an employee may be reimbursed up to the deductible amount as contained in the rental contract for personal funds paid to rental car companies for damage sustained by an automobile properly rented and damaged in the performance of official business. The government may also make direct payments of such deductible amount to car rental agencies instead of to the employee. Reimbursement is not authorized if damage is sustained while rented automobile is being used on other than official business. Documentation to support the claim will include, as a minimum, statements and itemized bills from the employee and the car rental agency in order to ensure that the claim is valid and in an amount commensurate with the actual damages. In addition, it should include an accident report in order to establish fault on the part of the party not employed by the government, and to enable the government to recoup its losses when the negligence of that party can be established without costly investigation.

3-5. Travel orders.

a. Temporary duty travel orders will be prepared IAW AR 600-8-105, JFTR (military), and JTR, volume 2 (civilian), chapter 3. Specific guidance for preparation of the DD Form 1610 is found in appendix B. Authority to issue TDY orders involving travel OCONUS is delegated to those commanders and commandants who report directly to Commander, TRADOC. However, orders will not be published until requirements of the Department of Defense Foreign Clearance Guide (DoD 4500.54-G) and AR 55-46 are met.

b. BTOs will be held to a minimum and only issued to personnel whose duties require frequent, repetitive travel to the degree that issuance of specific travel orders would be impracticable.

(1) Authority to approve and issue BTOs to military personnel and DoD civilians of their headquarters and subordinate commands for travel within CONUS is delegated to commanders and commandants who report directly to Commander, TRADOC. One copy of each order will be furnished this headquarters, ATTN: ATBO-BP.

(2) Request for approval to issue BTOs involving OCONUS travel will be submitted IAW Department of Defense Foreign Clearance Guide for specific country(s) for which BTO is required. Under no circumstances will OCONUS BTO be approved without the approval of country/countries to be visited under BTO.

(3) All requests for BTOs at this headquarters will be forwarded to DCSBOS, ATTN: ATBO-BP, for approval.

c. Invitational Travel Orders (ITOs).

(1) Use of ITOs will be IAW JTR, paras C6000 through C6004.

(2) Requests for invitational travel at this headquarters will be submitted through the Protocol Office to DCSBOS, ATTN: ATBO-BP, for approval and publication. DCSBOS will confirm the following statement is annotated on the order: "Least costly travel arrangement will be used."

(3) ITOs are not authorized for regular government employees and government contractors. Under certain circumstances, contractors may be authorized to fly at no expense to the government, using a Transportation Request as authorized under AR 600-8-105, para 1-20c.

d. Travel without orders/confirmatory orders. Unless a situation demands emergency travel, no travel will begin before the issuance of written orders. Confirmatory written orders will be issued within 30 calendar days. If the written order is issued more than 30 calendar days after the effective date of the verbal order, the servicing OPLOC and the order issuing authority will be provided written justification for the delay and the action taken to prevent recurrence.

e. Time limit on travel orders. Travel will be accomplished as close to the "proceed on/about date" as possible. The TDY period, including travel time, may be exceeded by 100 percent or 7 days, whichever is less, without requiring a travel order amendment.

f. Distribution of travel orders will be IAW AR 600-8-105 (military) para 1-16, JTR, volume 2 (civilian), para C3057, and local requirements.

g. OCONUS TDY. Installation OCONUS TDY Managers will obtain travel/theater clearances for travel OCONUS (including Alaska and Hawaii) and installation commander approval IAW DoD Foreign Clearance Guide and AR 55-46.

(1) Clearance requests must be submitted at least 60 days prior to commencement of travel.

(2) Authority to approve OCONUS TDY travel is delegated to commanders (major general and above) IAW AR 55-46, para 8-4.

(3) Orders may not be authenticated until travel clearances and commander's approval is obtained.

3-6. Use of government quarters/mess. When travel is to a U.S. military installation, the traveler will utilize government quarters if available. Travelers will call the billeting office at the TDY point or Army Central Reservation Center at 1-800-GO ARMY1 (1-800-462-7691) in advance to reserve government quarters. Soldiers will utilize government mess when directed. If government quarters/mess are not available, travelers will obtain a nonavailability control number except under the following conditions:

a. Civilians are not required to obtain a statement of nonavailability of mess.

b. When the TDY location is not a military installation.

c. When the DD Form 1610 contains a statement that the utilization of government quarters at the TDY location would adversely affect the performance of the mission. However, this statement should be used sparingly and be verifiable (see app B, para B-2q(1)(b)).

d. When the TDY point is listed on the most recent CDRUSACFSC Alexandria VA message, subject: World-wide Listing of Army Installations Without Government Facilities (<http://www.dtic.mil/perdiem/armyqrts.html>).

e. General Officers and Senior Executive Service personnel determine their own quarters availability.

TDY orders for military must direct or not direct use of government mess. Absence of such defaults entitlement to locality per diem rate. Government mess cannot be directed if government quarters are not available.

3-7. Pass or leave in conjunction with TDY.

a. Soldiers will meet the provisions of AR 600-8-10, para 5-29, when taking a pass or leave in conjunction with TDY. Leave is normally authorized provided the TDY is clearly mission essential. The period of leave for soldiers will be entered on DA Form 31 (Request and Authority for Leave), and not on the travel order. Passes may be granted while traveling to/from and while at the TDY station. Generally, a requirement for a pass to a soldier while at the TDY station should be closely reviewed, since the individual will

be in an official duty status and will be entitled to per diem. Payment of per diem is not authorized for the pass period(s) when traveling to and from the TDY station. The inclusive dates of a pass must appear on the travel order.

b. Number of days of authorized leave for Army civilians will be shown on the DD Form 1610 in item 16.

3-8. Promotional materials, benefits and services.

a. Travelers must account for any gift, gratuity, or benefit received from private sources while performing official travel. This includes promotional materials given by airlines, rental car companies, and motels (e.g., bonus flights, reduced fare coupons, cash, merchandise, gifts, and credits toward free or reduced costs of future services or goods). When a traveler receives promotional material, he/she is accepting it on behalf of the government and must relinquish it to the government.

b. Travelers must turn in travel bonuses carrying expiration dates and nontransferable travel coupons to the installation transportation office, even if they cannot be used by the government for future official travel.

c. Travelers may keep items of nominal intrinsic value (e.g., pens, pencils, or calendars), and they may participate in promotional programs that will accrue personal benefits for them such as seat upgrades, membership in clubs, and check-cashing privileges. SA policy prohibits redemption of frequent flyer mileage credits for accommodation upgrades unless:

- (1) Paid upgrades are authorized IAW JFTR or JTR.
- (2) The mileage credits can only be used for accommodation upgrades.
- (3) Mileage credits are about to expire and would otherwise go unused.

d. Promotional items received by the traveler as a result of a mixture of travel paid for by the government and from personal funds, are the property of the government.

e. If the traveler uses a bonus ticket for personal use, he/she must reimburse the government the value of the bonus ticket.

f. Travelers may keep payments received from a carrier for voluntarily vacating a seat on an overbooked flight and taking a later flight. However, no additional per diem may be paid as a result of the delay in the traveler's return. If the traveler incurs additional travel expenses beyond those that would normally have been incurred as a result of voluntarily giving up the seat, the traveler will be responsible for the additional expense. TRADOC personnel may not voluntarily surrender their seats if the resulting delay would interfere with the performance of duties.

g. If a traveler is involuntarily denied boarding on an overbooked flight, any compensation for the denied seat is government property. Therefore, if the airline pays the traveler directly, the traveler must relinquish that payment to the government. Per diem is payable for the time awaiting transportation.

3-9. Frequent flyer programs. Frequent flyer miles (FFM) earned from official travel are the property of the U.S. Government. Therefore, the first priority for the use of FFM will be to defray the Army's cost for other official travel requirements (e.g., other airline travel, rental cars, lodging, etc.).

a. TRADOC personnel who desire to participate in FFM programs on a voluntary basis may accrue official FFM and related promotional mileage credits for official travel. Official FFM accounts should be maintained separate, however, from personal FFM accounts. Where government-earned FFM and personal FFM have been commingled into a single FFM account, all FFM within that account will be considered to be property of the U.S. Government absent a clear accounting of FFM to the contrary.

b. TRADOC personnel may use FFM from their personal FFM accounts for premium-class upgrades while on official travel, but no military will travel premium-class while in uniform.

c. Premium-class (less than first-class). FFM earned from official travel may be redeemed for premium-class (less than first-class) travel upgrades in the following circumstances:

- (1) When the JTR or JFTR authorizes such travel independent of the authority to redeem FFM for an accommodation upgrade.
- (2) When FFM may only be redeemed for accommodation upgrades. FFM earned from official travel may never be redeemed for use in personal travel, even if FFM will otherwise expire and go unused.
- (3) Mileage credits are about to expire and would otherwise go unused.
- (4) FFM earned from official travel may be redeemed for first-class travel upgrades only when authorized by the JTR/JFTR and approved by the SA.

d. FFM point records should be monitored at directorate-level administrative staffs in order to monitor point accumulation and defray the cost of future TDY trips. Airlines will forward FFM statements to organizations, if requested. Employees should be reminded to mention FFM participation when making airline reservations.

3-10. Government Travel Charge Card Program.

a. All permanently assigned military and civilian personnel are eligible to participate in the Government Travel Charge Card Program.

b. Participants will be expected to use their charge cards to purchase items needed while conducting official government business, to include, but not limited to, meals, lodging, and rental cars. The split disbursement payment option (para 3-18) is available with use of the Government Travel Charge Card.

c. TRADOC Reg 37-3 (<http://www.tradoc.army.mil/tpubs/regs/r37-3frm.htm>) provides guidance and procedures for management of the Government Travel Charge Card Program.

3-11. Communication services.

a. Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. Reimbursement may be authorized/ approved by the order approving official.

b. Order approving officials may determine certain communications to a traveler's home/family are official. These communications must only be to advise of the traveler's safe arrival, to inform or inquire about medical conditions, or to advise regarding changes in itinerary. The order approving official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit.

c. Prepaid phone cards purchased through International Merchant Purchase Authorization Cards may be used for communication services while TDY.

3-12. Travel advances. Travel advances will only be paid IAW the following policies:

a. Personnel denied Government Travel Charge Cards or whose cards have been canceled because of financial irresponsibility or other specific reasons, shall obtain an advance from the OPLOC only through Electronic Funds Transfer (EFT) when authorized by the supervisor.

b. Travel advances must be settled within 5 days after completion of the TDY trip. Outstanding travel advances will be considered delinquent after 30 days, and late payment interest and penalty charges will be applied to the collection.

3-13. Travel settlements.

a. Travel settlements will be prepared on DD Form 1351-2. Appendix C provides guidelines and samples to assist in preparation.

b. Travelers must present their completed DD Forms 1351-2 to the order requesting official, travel approving official, or another designated reviewing official for a supervisory review within 5 days after completion of the TDY trip. The order requesting official, travel approving official, or another designated reviewing official will forward the form to the OPLOC after the review.

3-14. Supervisory review of travel vouchers.

a. The travel order requesting official, travel approving official, or another designated reviewing official will perform this review. Travelers will not review their own claim. The review is not to compute the payment, but to ensure the claim is complete, reasonable, and IAW the mission.

b. The review should ensure as a minimum that instructions listed in appendix C are followed.

3-15. Request for actual expense allowance (AEA). The applicable per diem rates prescribed in JFTR/JTR are generally adequate. However, the rate may be insufficient for a particular TDY trip because of special duties (JFTR U4200A, items 1-5 or JTR, C4600, items 1-5) or because

costs for lodging escalated temporarily during a special event. The AEA will be used on an individual trip basis, and only after appropriate consideration is given to the facts existing in each case at the time the travel is performed. The AEA authority will not be used as blanket authority for all travel to a particular area where the reimbursement rate is inadequate. Travelers are responsible for excess costs and additional expenses incurred for personal preference or convenience. HQ, TRADOC activities will submit requests to Commander, TRADOC, ATTN: ATRM-AT, 5 North Gate Road, Fort Monroe, VA 23651-1048. Request must have approval of order approving official. Installation activities will submit requests to installation level approval authority.

3-16. Electronic Funds Transfer (EFT). Use of EFT for payment of travel advances and settlements is mandatory.

3-17. Lodging Success Program. The use of Lodging Success Program is directed for all Department of Army travelers TDY to the National Capital Region, San Antonio, TX, Atlanta, GA, Miami, FL, Boston, MA, San Juan, PR, and the Newport News/Hampton Roads area. The most recent information can be obtained at <http://www-tradoc.monroe.army.mil/dcsrm-fa/lodging.htm>.

3-18. Split disbursement. This payment option allows employees to designate a specified amount of their travel settlement to be automatically forwarded to Bank of America for payment of expenses charged to the government sponsored travel card. The remaining amount of the travel settlement will continue to be electronically forwarded to the employee's designated financial institution. Use of the split disbursement is strongly encouraged. Travelers will no longer have to await receipt of Bank of America billing, will not have to worry about being late on payments, and will not have to pay postage costs when submitting payment.

3-19. Military Training Specific Allotment (MTSA). Established on 1 October 1997, MTSA replaced the open allotment as a method of funding military training. All levels of command should be aware of funding requirement for lodging, meals and incidentals, and in and around mileage. Courses funded through MTSA and procedures are listed in the Military Training Specific Handbook located at <http://www.asafm.army.mil/rabp/th/th.htm>.

3-20. Travel by spouses of DA personnel.

a. Accompanying Spouse Travel. As a general rule, spouses or other family members may not accompany DA personnel, either military or civilian, on official business at government expense. Accompanying spouse travel on either military or commercial aircraft is accomplished as an exception to policy, pursuant to chap 6 of the JTR. Exceptions are normally limited to the spouses of senior officials. Other family members or dependents are not permitted to travel at government expense.

b. Travel by spouses of DA personnel will be in strict accordance with para 9 of the SA policy located at: <http://www-tradoc.monroe.army.mil/dcsrm-fa/secarmy.htm>.

3-21. Travel paid for by non-federal entities. TRADOC personnel may accept unsolicited payment of official travel expenses by an agency for attendance at meetings or similar functions (31 U.S.C.§1353).

a. Travel approving authority.

(1) Within HQ, TRADOC, directors serving in the grade of colonel or the civilian equivalent, are hereby delegated non-federal travel approving authority.

(2) Within subordinate commands, commanders of units or directors serving in the grade of colonel or the civilian equivalent are hereby delegated non-federal travel approving authority.

(3) Prior to authorizing acceptance of an outside payment of official travel and related expenses, travel approving authorities must consult with their own, or the traveler's, ethics counselor and obtain a written determination that acceptance is appropriate.

(4) An offer of free travel for an accompanying spouse will be processed and approved IAW SA policy. Such requests will be evaluated on the basis of whether they are in the Army's interests to accept the offer.

(5) The SA retains the authority to approve all first-class travel. Requests for first-class air travel, including those paid by a non-federal source, must be fully justified. This requirement applies to the traveling official and the accompanying spouse.

(6) Travelers are encouraged to accept "in-kind" travel expenses rather than cash reimbursement. If reimbursement is in the form of a check, it will be made out to the "Department of the Army" and deposited with the servicing OPLOC. Under no circumstances will government travelers accept cash payments for travel expenses from non-Government sources.

b. Reporting requirements.

(1) Travelers will report to their ethics counselor acceptance of travel and related benefits in excess of \$250.00.

(2) Ethics counselors will submit consolidated reports from travelers within jurisdiction using Standard Form (SF) 326 and SF 326A IAW SA policy.

Appendix A References

Section I

Required Publications

DoD 4500.54-G

DoD Foreign Clearance Guide

DFAS-IN Reg 37-1

Finance and Accounting Policy Implementation

JFTR Volume 1

Joint Federal Travel Regulation: Uniformed Service Members

JTR Volume 2

Joint Travel Regulation: Department of Defense Civilian Personnel

AR 55-46

Travel Overseas

AR 58-1

Management, Acquisition, and Use of Motor Vehicles

AR 600-8-10

Leave and Passes

AR 600-8-105

Military Orders

TRADOC Reg 95-5

Administrative Aviation Support

Section II

Related Publications

18 U.S.C. 287

31 U.S.C. 1353

DoD 4515.13-R

Air Transportation Eligibility

DoD 5500.7-R

Joint Ethics Regulation

DoD 7000.14-R

Financial Management Regulation, Volume 9

Travel Policy and Procedures

DoDD 4500.56

DoD Policy on the Use of Government Aircraft and Air Travel

Military Training Specific Allotment (MTSA) Handbook (This publication is available from the Office of the Assistant Secretary of the Army (Financial Management and Comptroller) (OASA(FM&C)) <http://www.asafm.army.mil/rabp/th/th.htm>)

TRADOC Reg 37-3

Government Travel Charge Card Program

Section III

Referenced Forms

DA Form 31

Request and Authority for Leave

DA Form 4556

Airline Service Request

DD Form 577

Signature Card

DD Form 1351-2

Travel Voucher or Subvoucher

DD Form 1610

Request and Authorization for TDY Travel of DoD Personnel

SF 326

Semiannual Report of Payments Accepted from a Non-Federal Source

SF 326A

Semiannual Report of Payments Accepted from a Non-Federal Source-Continuation

Appendix B

Preparation of DD Form 1610

(Request and Authorization for TDY Travel of DoD Personnel)

B-1. The DD Form 1610 is the single most important document prepared for TDY travel. It will be used for military and civilian TDY travel. Normally, travel should not be performed prior to issuance of proper TDY orders. In those cases where travel must be performed prior to issuance of orders, action must be taken to expeditiously process confirmatory orders. No expenditures of funds (advance/settlement payments) or issuance of commercial transportation documents can be made prior to issuance of orders.

B-2. Complete DD Form 1610 as follows (figs B-1 through B-3):

- a. Item 1. Enter day, month, and year (2 Aug 99).
- b. Item 2. Enter name and SSN of traveler.
- c. Item 3. Enter position title and grade or rank.
- d. Item 4. Enter name and location of traveler's current permanent duty station.
- e. Item 5. Enter traveler's current unit of assignment, to include six-position unit identification code.
- f. Item 6. Enter traveler's duty phone number.
- g. Item 7. Enter "TDY" and, if appropriate, "group," "confirmatory," "repeated," "blanket," "amendment," or "revocation." The original DD Form 1610 should reflect all entitlements and common statements necessary for the mission to alleviate or reduce the number of amendments. Retroactive amendments to increase or decrease the Army's obligation must be fully explained and justified. Justification must be attached to the amendment. To prepare an amendment or a revocation, complete items 1 through 6 with basic administrative data shown above. Item 7 will state "amendment" or "revocation," as applicable. Item 14, estimated cost, will show the amount of the adjustment to the basic/original order and the appropriate sign (+/-). The total block should contain the amount of the revised order (cumulative). For clarification of the total, type in "REVISED" and the amount. (In the case of a revocation, the "total" block will always net to "0".) Item 16 will contain the travel order being amended or revoked and state what change is being made. Item 19, accounting citation, will show the complete accounting classification with the amount of the change to each element of resource (EOR) shown as a plus or minus after the EOR. This is the amount of the obligation adjustment to be made to each EOR. The document number will always be the same as the basic/original order, but a new travel order number is required (item 22). Samples of amendments and revocations are shown in figs B-2 and B-3.
- h. Item 8. Enter the security clearance of traveler.
- i. Item 9. Specify clearly and fully. Enter purpose category, as applicable—
 - (1) Operational-managerial. Travel expenses for performance of operational or managerial activities. Includes travel directly related to program area or agency mission (including special agency mission), site visits, and informational meetings to discuss agency operations and review status reported.
 - (2) Travel for training. All expenses relating to travel incidental to training.
 - (3) Travel for meetings, conferences, and speeches. Travel expenses for the purpose of attending a meeting, conference, convention, seminar, or symposium; delivering a speech, presentation, or paper; or otherwise taking part in an oral program other than training.
 - (4) Relocation travel. Travel expenses for moving from one official duty station to another.
 - (5) Military dependent students travel. Travel expenses for overseas military dependent students to attend a U.S. college (once annually). Allowable expenses are transportation, mileage allowance, and baggage allowance. Per diem is not authorized.
 - (6) Expert and consultant travel. Expenses for employment of positions exempted from competitive service by statute or Office of Personnel Management. A consultant position requires performance of advisory or consultant services rather than performance of operating functions. An expert position is one that requires the services of an expert in a particular field with duties that cannot be performed satisfactorily by someone not an expert in that field.
 - (7) Other travel. Expenses for travel that do not fit under the above categories. Include here travel an employee or dependent is entitled to as a result of an assignment (entitlement travel) and other miscellaneous travel.
- j. Item 10a. Self-explanatory. Period, including travel time, may be exceeded by 100 percent or 7 days, whichever is less, without amendment to the DD Form 1610. Continuous TDY in excess of 180 days at one location must be approved by HQDA (DAAG-AMS-P) (See para 3-3a.). Ensure that dates do not exceed elapsed time to complete assignment and minimize unproductive TDY on weekends and holidays.

Preparation of DD Form 1610 (continued)

k. Item 10b. Enter the date, as accurately as possible, for beginning official travel. Official travel may begin as many as 7 days before or after the indicated date, but is not official until after the date travel order is issued.

l. Item 11.

(1) Enter place from which official travel is authorized and "return to" point. Do not use "home," "quarters," or "office." Do not enter a location unless TDY will be performed at that location. If TDY is to be performed at a military organization, show name of installation at which organization is located. This is very important (and costly) because TDY orders showing only a geographic location (e.g., city name) on an itinerary relieves the traveler of any legal obligations to use government facilities. TDY orders to a military installation place the burden on the traveler to use government facilities, obtain a statement of nonavailability, or face loss of reimbursement.

(2) Travelers to the National Capital Region (NCR) and Oahu, HI must annotate the exact TDY address, to include the 5-digit postal zip code. This will be required to receive a statement of non-availability and/or travel advance.

(3) Variation of travel normally will not be used since each TDY trip should have a definite itinerary and be well planned in advance. However, if it is reasonably expected that the traveler may have to vary from prescribed itinerary to accommodate the mission, enter an "X" in block preceding "variation authorized." Block should be initialed by the approving official.

m. Item 12. Leave space next to "rate per mile" blank. Place "X" in mode of transportation block(s) traveler is authorized to use. A cost comparison must be made if "X" is placed in block "MORE ADVANTAGEOUS TO THE GOVERNMENT." In performing the cost comparison to determine whether the use of a privately owned conveyance is more advantageous to the government than other available modes of transportation, consideration will be given to the overall benefits, disadvantages, comparative costs of transportation, per diem, and reimbursable items.

n. Item 13. Leave blank.

o. Item 14. Proper estimating of TDY costs is probably the most important part of TDY budget control. Costs should be carefully estimated to preclude the traveler from incurring unnecessary out-of-pocket expenses, yet minimize obligations. The following web page has the most recent TDY per diem rates listed: <http://www.dtic.mil/perdiem/>.

(1) To estimate per diem, multiply the per diem rate at the TDY points (item 11) by the number of days TDY (item 10a) and subtract one night's lodging (day of return).

(2) To estimate travel—

(a) If traveling by government Transportation Request (TR), cost of airline tickets should be obtained from the CTO.

(b) If traveling by POC, mileage should be obtained from the Defense Table of Official Distances (DTOD) at <http://www.asafm.army.mil/DFAS/> (user ID and password required). Multiply this mileage by two for round-trip and then by current rate per mile. (If TDY point is not listed in the DTOD, mileage should be obtained from the local finance office.)

(3) To estimate other expenses, refer to item 16 for authorized reimbursements. If rental car is authorized, estimate at \$25 per day times the number of days rental car is required. Other authorized reimbursements may include registration fee, excess baggage, within and around mileage.

(4) Total the per diem, travel, and other costs and enter total amount of estimated cost.

(5) ATRRS "SH" screen should be used in estimating costs for MTSA travel.

p. Item 15. Advance. Normally not authorized, unless traveler has been denied a travel charge card. If authorized, the OPLOC will compute the amount to be advanced based on the orders and whether or not the traveler is eligible to participate in the Army Travel Charge Card Program.

q. Item 16.

(1) As a minimum, the following mandatory statements will be entered when applicable.

(a) Government quarters will be used if available. Government quarters will either be "directed" or "not directed" for military personnel.

(b) Use of existing government facility (dining/billeting) would adversely affect the performance of the assigned mission.

(c) Use of rental car is authorized.

(d) DD Forms 1351-2 must be submitted to the reviewing official within 5 days after completion of TDY.

(e) Cost of insurance for rental vehicles not otherwise included in the basic agreement is not reimbursable.

(f) You are not authorized to report earlier than date specified.

Preparation of DD Form 1610 (continued)

(2) Other remarks authorizing reimbursements must be entered, if applicable. Following are remarks that may be included:

(a) DATE/TIME RQR AT DEST:_____. (shows date and time the traveler is required at the TDY point.)

(b) You are authorized travel within and around temporary duty station. (See para 3-4d.)

(c) Excess baggage of _____ pounds is authorized.

(d) Registration fee of \$_____ is authorized.

(e) Round-trip government TR cost is \$_____. (When travel by POC is authorized as not more advantageous to the government, the government TR cost must be entered. This is required in order to compute the proper travel reimbursement and may be obtained from the CTO.

(f) OCONUS travel approved by HQ TRADOC message _____, (date). (Information will be entered on all OCONUS travel orders.)

(g) Statement of nonavailability control number.

(h) Quarters and/or mess not available per most recent message, HQDA, DAEN-ZCH-M, subject: Worldwide Listing of Army Installations Without Government Quarters and/or Dining Facilities. (This statement should be entered when a traveler is going TDY to any installation listed on this message in order to eliminate the need for the traveler to obtain a statement of non-availability control number.)

(i) You are authorized bus or taxi fares for local transportation within and around TDY station.

(j) Travelers to NCR, Atlanta, GA, San Antonio, TX, Miami, FL, Oahu, HI, or Hampton Roads/Newport News, VA must contact the Lodging Success Center (1-800-462-7691) before making lodging arrangements.

r. Item 17.

(1) The requesting official within each command and subordinate activity/element will be designated IAW procedures established locally. Except under unusual circumstances or time-sensitive situations, the requesting official will not sign as the approving official nor will the requesting official sign as the authenticating official. Facsimile signature stamps are not authorized.

(2) This official is normally the traveler's supervisor or a person who has full knowledge of the purpose and requirement of the travel. This official certifies the travel is required and that all entitlements and special authorizations are essential to the mission.

s. Item 18.

(1) The approving official within each command and subordinate activity/element will be designated IAW procedures established locally. Except under unusual circumstances or time-sensitive situations, the approving official will not sign as the order authenticating official. The Chief of Staff (or equivalent) at the installation level will approve exceptions on a case-by-case basis. Exceptions for HQ TRADOC will be approved by DCSBOS, ATTN: ATBO-BPS. Facsimile signature stamps are not authorized.

(2) The approving official is normally the person at the next higher level in the chain-of-command to the requesting official and shares the same responsibilities as the requesting official.

t. Item 19. Fill in appropriate accounting citation. Must be signed by individual designated to certify funds. If the TDY is charged to an activity other than the traveler's, enter that accounting classification and make reference to the instrument authorizing its use.

u. Item 20.

(1) The order authenticating official within each command and subordinate activity/element will be designated IAW procedures established locally. Except under unusual circumstances or time-sensitive situations, the requesting official or approving official will not sign as the order authenticating official. Facsimile signature stamps are not authorized.

(2) The order authenticating official ensures the correct accounting citation and traveler's Disbursing Station Symbol Number (DSSN) are shown in item 19, and DD Form 1610 is properly distributed. This official is also responsible for ensuring that item 19 has been signed by the appropriate fund certifying official.

v. Item 21. Self-explanatory. If travel began prior to this date, a statement confirming the verbal order authorizing travel must be included in item 16.

w. Item 22. The DD Form 1610 will be numbered according to local instructions or IAW AR 600-8-105, para 2-14.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 Through 21.						1. DATE OF REQUEST 2 Aug 99	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial)				SSAN			
Doe, John A.				123-45-6789			
3. POSITION TITLE AND GRADE OR RATING				Management Analyst GS 343-11			
4. OFFICIAL STATION				5. ORGANIZATIONAL ELEMENT		6. PHONE NUMBER	
HQ TRADOC, FORT MONROE, VA 23651-5000				DCSRM/MD		DSN 680-4232	
7. TYPE OF ORDERS		8. Security Clearance		9. PURPOSE OF TDY			
TDY Amendment							
10a. APPROX. NO. OF DAYS TDY		B. PROCEED O/A					
11. ITINERARY VARIATION AUTHORIZED							
12. MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:
					E		MORE ADVANTAGEOUS TO GOVERNMENT
As determined by appropriate transportation officer (Overseas travel only)				Mileage reimbursement and per diem limited to constructive Cost of common carrier transportation and related per diem as Determined in JTR. Travel time limited as indicated in JTR.			
13. PER DIEM AUTHORIZED IN ACCORDANCE WITH JFTR/JTR							
OTHER RATE OF PER DIEM							
14. ESTIMATED COST						15. ADVANCE AUTHORIZED	
PER DIEM		TRAVEL		OTHER		TOTAL	
						\$	
16. REMARKS (Use this space for special requirements, leave, superior or 1 st -class accommodations, excess baggage, registration fees, etc) Order number ED-325, 2 Aug 99 is amended as follows: Item 11 - TDY destination is changed from Fort Leonard Wood, MO to Fort Jackson, SC.							
17. REQUESTING OFFICIAL (Title and signature)				18. APPROVING OFFICIAL (Title and signature)			
U.B. WRIGHT, CH, TMA, ODCSRM				I.M. SURE, DIR, MFAD, ODCSRM			
AUTHORIZATION							
19. ACCOUNTING CITATION							
Signature of Budget/Fiscal Officer							
20. ORDER APPROVING OFFICIAL (Title and Signature) OR AUTHENTICATION						21. DATE ISSUED	
HQ TRADOC, FT. MONROE, VA 23651-5000						2 Aug 99	
FOR THE COMMANDER						22. TRAVEL ORDER NUMBER	
AG U.R. REASONABLE, COL, GS,						ED-321-1	

DD FORM 1610, 1 JUN 67

Figure B-1. Sample travel order.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 Through 21.						1. DATE OF REQUEST 2 Aug 99			
REQUEST FOR OFFICIAL TRAVEL									
2. NAME (Last, First, Middle Initial) Doe, John A.				SSAN 123-45-6789				3. POSITION TITLE AND GRADE OR RATING Management Analyst GS 343-11	
4. OFFICIAL STATION HQ TRADOC, FORT MONROE, VA 23651-5000				5. ORGANIZATIONAL ELEMENT DCSRM/MD			6. PHONE NUMBER DSN 680-4232		
7. TYPE OF ORDERS TDY Amendment		8. Security Clearance		9. PURPOSE OF TDY					
10a. APPROX. NO. OF DAYS TDY		B. PROCEED O/A							
11. ITINERARY								VARIATION AUTHORIZED	
12. MODE OF TRANSPORTATION									
COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE (Check one)		
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:		
							MORE ADVANTAGEOUS TO GOVERNMENT Mileage reimbursement and per diem limited to constructive Cost of common carrier transportation and related per diem as Determined in JTR. Travel time limited as indicated in JTR.		
As determined by appropriate transportation officer (Overseas travel only)							13. PER DIEM AUTHORIZED IN ACCORDANCE WITH JFTR/JTR OTHER RATE OF PER DIEM		
14. ESTIMATED COST							15. ADVANCE AUTHORIZED		
PER DIEM		TRAVEL		OTHER		TOTAL		\$	
16. REMARKS (Use this space for special requirements, leave, superior or 1 st -class accommodations, excess baggage, registration fees, etc) Order number ED-325, 2 Aug 99 is amended as follows: Item 11 - TDY destination is changed from Fort Leonard Wood, MO to Fort Jackson, SC.									
17. REQUESTING OFFICIAL (Title and signature) U.B. WRIGHT, CH, TMA, ODCSRM						18. APPROVING OFFICIAL (Title and signature) I.M. SURE, DIR, MFAD, ODCSRM			
AUTHORIZATION									
19. ACCOUNTING CITATION									
Signature of Budget/Fiscal Officer									
20. ORDER APPROVING OFFICIAL (Title and Signature) OR AUTHENTICATION HQ TRADOC, FT. MONROE, VA 23651-5000 FOR THE COMMANDER						21. DATE ISSUED 2 Aug 99			
AG						22. TRAVEL ORDER NUMBER ED-321-1			

DD FORM 1610, 1 JUN 67

Figure B-2. Sample amendment.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 Through 21.					1. DATE OF REQUEST 2 Aug 99	
REQUEST FOR OFFICIAL TRAVEL						
2. NAME (Last, First, Middle Initial) Doe, John A.			SSAN 123-45-6789		3. POSITION TITLE AND GRADE OR RATING Management Analyst GS 343-11	
4. OFFICIAL STATION HQ TRADOC, FORT MONROE, VA 23651-5000			5. ORGANIZATIONAL ELEMENT DCSRM/MD		6. PHONE NUMBER DSN 580-4232	
7. TYPE OF ORDERS TDY Revocation		8. Security Clearance		9. PURPOSE OF TDY		
10a. APPROX. NO. OF DAYS TDY		B. PROCEED O/A				
11. ITINERARY ____ VARIATION AUTHORIZED						
12. MODE OF TRANSPORTATION						
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP
					E	
As determined by appropriate transportation officer (Overseas travel only)				RATE PER MILE: ____ MORE ADVANTAGEOUS TO GOVERNMENT ____ Mileage reimbursement and per diem limited to constructive Cost of common carrier transportation and related per diem as Determined in JTR. Travel time limited as indicated in JTR.		
13. _____ PER DIEM AUTHORIZED IN ACCORDANCE WITH JFTR/JTR ____ OTHER RATE OF PER DIEM						
14. ESTIMATED COST					15. ADVANCE AUTHORIZED	
PER DIEM		TRAVEL		OTHER	TOTAL	
-326.00		-420.00			-746.00	\$
16. REMARKS (Use this space for special requirements, leave, superior or 1 st -class accommodations, excess baggage, registration fees, etc) Order number ED-325, 2 Aug 99 is revoked in the entirety.						
17. REQUESTING OFFICIAL (Title and signature) U.B. WRIGHT, CH, TMA, ODCSRM				18. APPROVING OFFICIAL (Title and signature) I.M. SURE, DIR, MFAD, ODCSRM		
AUTHORIZATION						
19. ACCOUNTING CITATION 2192020 57-1001 P324798 Doe6789ED325 044019 XF1GCTOPMS-NO CTXF1G 21T1 -\$326 21T2 -\$420.00 Signature of Budget/Fiscal Officer						
20. ORDER APPROVING OFFICIAL (Title and Signature) OR AUTHENTICATION HQ TRADOC, FT. MONROE, VA 23651-5000 FOR THE COMMANDER AG U.R. REASONABLE, COL, GS,					21. DATE ISSUED 2 Aug 99	
					22. TRAVEL ORDER NUMBER ED-325	

DD FORM 1610, 1 JUN 67

Figure B-3. Sample revocation.

Appendix C

Preparation of DD Form 1351-2 (Travel Voucher or Subvoucher)

C-1. Each transaction by a soldier, employee, or agent of the Government of the United States which requires the expenditure of public money must be evidenced by a written or printed, signed document or series of documents which will contain a complete record of the transaction. DD Form 1351-2 and its substantiating attachments constitute such a record for travel and transportation allowances. The soldier or civilian employee is responsible for documenting and substantiating his/her own claim against the government.

C-2. A DD Form 1351-2 voucher submitted for payment that contains questionable or potentially fraudulent claims will not be processed. The form should be referred to the traveler's commander for review and determination of necessity for an investigation. A suspected fraudulent claim will be protected as possible evidence and will not be returned to the claimant under any circumstances until after the element in question has been resolved.

C-3. All DD Forms 1351-2 will be prepared by use of typewriter, automation, or ball point pen with black, blue, or blue-black ink. Lead pencils will not be used. Care must be taken to ensure that all copies are legible. All travel claims will be presented on a completed, original DD Form 1351-2 with an original signature. This original will not be a carbon impression. The form will be completed in its entirety. An incomplete form will not be processed by the OPLOC.

C-4. Use the following guidelines to complete DD Form 1351-2 (see samples at figs C-1 and C-2).

a. Administrative data (items 1-14).

- (1) Item 1. Payment required by annotating EFT or check and also designating Split Disbursement and amount.
- (2) Item 2. Type of payment. Mark TDY.
- (3) Item 3. Leave blank.
- (4) Item 4. Name. Enter last name, first name, and middle initial.
- (5) Item 5. Grade. Enter pay grade.
- (6) Item 6. SSN. Enter social security number.
- (7) Item 7. Address. Enter address check is to be mailed to. If the desire to have payment made to a financial institution for deposit, mark the EFT block.
- (8) Item 8. Telephone number. Enter duty phone number.
- (9) Item 9. Travel order number. Enter travel order number.
- (10) Item 10. Previous payments/advances. Enter any previous payments. If none have been received, enter the word "None." If this item is not complete, the form will be returned to the traveler for completion.
- (11) Item 11. Organization and station. Enter activity and installation assigned to.
- (12) Items 12-14. Leave blank.

b. Item 15. Itinerary.

(1) Items 15a-15d. Form will show the date of departure from residence or permanent duty station, as applicable; the dates of arrival and departure at points of delay enroute incident to the mode of transportation used; dates of arrival and departure at temporary duty stations; and date of return to residence or permanent duty station. (Address and city should be shown if place is not a military installation.) Each date will be the actual date of arrival and departure by the mode of transportation actually used. The codes in item 25 on the reverse of the DD Form 1351-2 will be used to complete the "MODE OF TRAVEL" and "REASON FOR STOP" blocks.

(2) Item f. POC miles. Complete this item for each leg of the journey performed in a POC. DTOD will be used by the OPLOC in computation of the form, if possible.

c. Item 16. POC travel. Complete this item if a POC was used for any part of the trip (POC miles will be shown in item 4). Traveler must indicate whether he/she was the owner/operator or passenger. If no POC was used, leave blank.

d. Item 17. Duration of TDY travel. Check appropriate block. Duration includes time departed home or duty station to return to home or duty station.

e. Item 18. Reimbursable expenses. All reimbursable expense items will be listed and substantiated by receipts as required (see para C-5h). Each claim for a miscellaneous expense should be identified on the travel voucher by date, quantity, service, cost, and other particulars so that the expense can be understood. Examples of miscellaneous/reimbursable expenses include, but are not limited to, rental vehicle, limousine, bus, and taxi fares to and from carrier terminals; travel within and around the TDY station; gas for rental car; registration fees, passport/visa and related fees; official communication expenses; dual lodgings on a single day; nonrefundable room deposit; lodging taxes, etc. Military personnel may be reimbursed for baggage handling at the airport if number of bags is shown. Civilian travelers are not authorized reimbursement for baggage handling. Reimbursement of registration/ conference fee must include a

Preparation of DD Form 1351-2 (continued)

statement in item 29 (Remarks) as to whether or not fee included meals, and listed in item 19 (Government/Deductible Meals).

f. Item 19. Government/Deductible Meals. This block will be completed either with zeros if no meals were furnished or with the number of meals furnished as follows:

(1) Government meal. When a traveler uses a government mess, the traveler is charged the full rate for each meal (charges for both food and related services) unless one of the following conditions exist:

- (a) field duty,
- (b) duty on U.S. Government vessel,
- (c) travelers traveling together under orders directing no/limited reimbursement, or
- (d) essential unit messing.

(2) A deductible meal is a meal:

(a) made available through an agreement between a Uniform Service and any organization, if the order directs use of the facility providing the meal(s);

(b) included in a registration fee ultimately paid by the government;

(c) furnished at no cost by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the government; or

(d) furnished by the government at no cost to the soldier/ employee.

(3) The following are not deductible meals:

- (a) box lunches, including MRE's except when they are the only method of providing adequate subsistence,
- (b) in-flight meals,
- (c) rations furnished by the Government on military aircraft,
- (d) Government meals paid for by the traveler and consumed in a government mess,
- (e) meals provided by private individuals.

g. Item 20. Claimant signature. DD Form 1351-2 must be signed by the claimant who, by so doing, assumes responsibility that the claim is valid, payment has not been received, and all statements and information furnished by him/her and included on the form or attached are factual, complete, and accurate. Persons willfully making false travel claims are liable for a maximum fine of \$10,000 or imprisonment for a maximum of 5 years or both (18 USC 287). The traveler should carefully review all information shown on the form, to include the penalty clause, and sign and date the form.

h. Item 21. Approving officer signature. Signature of order approving official is required if new entitlements are approved in block 30.

i. Items 22 through 28. Leave blank.

j. Item 29. Remarks. Any leave taken in conjunction with TDY must be entered here and also shown in the itinerary. Soldiers must attach original and one copy of the DA Form 31 to their form.

k. Supervisory review. See paragraph 3-14.

C-5. Attach the following to DD Form 1351-2:

- a. Original and two copies of travel orders and amendments.
- b. Two copies of statement of nonavailability of quarters, if applicable.
- c. Two copies of statement of nonavailability of mess, if applicable (military).
- d. Two copies of transportation document (e.g., airline ticket).
- e. Two copies of DA Form 4556 (Airline Service Request) or comparable automated form, if applicable.
- f. One copy of all previous payments on this order (advance or accrued per diem).
- g. Two copies of any statements required to support a reimbursement.

h. Original and one copy of all receipts. Receipts are required for allowable cash expenditures of amounts in excess of \$75. Receipts are also required, regardless of the amount, for lodging. An actual receipt from the hotel itemizing the charges is required; the charge card receipt is not sufficient.

i. Original and suspense copy of DA Form 31 if leave is taken in conjunction with TDY (military only).

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check <input checked="" type="checkbox"/> Split Disbursement: Amt to Govt Tvl Charge Card \$ 125.00				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER	
4. NAME (Last, First, Middle Initial)(Print or type) DOE, John A.		5. GRADE GS-11		6. SSN 123-45-6789		b. SUBVOUCHER NUMBER	
7. ADDRESS. a. NUMBER AND STREET 156 Miami Avenue		b. CITY Hampton		c. STATE VA		d. ZIP CODE 23651	
8. DAYTIME TELEPHONE NUMBER & AREA CODE 727-4213		9. TRAVEL ORDER NUMBER ED-325		10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES None		c. PAID BY	
11. ORGANIZATION AND STATION HQ TRADOC, FT MONROE, VA 23651				13. DEPENDENTS' ADDRESS ON RECEIPT ORDERS (Include Zip Code)			
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in			
15. ITINERARY				d. COMPUTATIONS			
a. DATE 99		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
9Aug	DEP	Residence, Hampton VA		PA			
9Aug	ARR	Norfolk International Airport		TP	AT		28
9Aug	DEP						
12Aug	ARR	Fort Jackson, SC		TP	TD	120.00	
12Aug	DEP						
12Aug	ARR	Norfolk International Airport		PA	AT		
12Aug	DEP						
12Aug	ARR	Residence, Hampton, VA			MC		28
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TDY TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS			
18. REIMBURSABLE EXPENSES				19. GOVERNMENT/DEDUCTIBLE MEALS			
a. DATE		b. NATURE OF EXPENSE		c. AMOUNT		d. ALLOWED	
12 Aug		Lodging Taxes		31.45			
12 Aug		Rental Car		102.75			
12 Aug		Gasoline - Rental Car		12.00			
12 Aug		Airport Parking		20.00			
12 Aug		Official Phone Call		6.28			
				a. DATE		b. NO. OF MEALS	
20.a. CLAIMANT SIGNATURE /S/				d. DATE 15 Aug		21.a. APPROVING OFFICER SIGNATURE /S/	
						b. DATE 16 Aug	
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
				28. AMOUNT PAID			

DD FORM 1351-2, AUG 1997 (EG)

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Exception to SF 1012 approved y GSA/IRMS 12-91.

Figure C-1. Sample travel voucher (front)

PRIVACY ACT STATEMENT																																													
AUTHORITY: 5 USA 5701, 37 USC 404-427, and EO 9397.																																													
PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.																																													
ROUTINE USE(S): To substantiate claims for reimbursement for official travel.																																													
DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.																																													
PENALTY STATEMENT																																													
There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).																																													
INSTRUCTIONS																																													
ITEM 1 - PAYMENT Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.	ITEM 15 - ITINERARY - SYMBOLS 15c. MEANS/MODE OF TRAVEL <i>(Use two letters)</i> <table style="width: 100%; border: none;"> <tr> <td>GTR/TKT</td> <td>- T</td> <td>Automobile</td> <td>- A</td> </tr> <tr> <td>Government Transportation</td> <td>- G</td> <td>Motorcycle</td> <td>- M</td> </tr> <tr> <td>Commercial Transportation</td> <td></td> <td>Bus</td> <td>- B</td> </tr> <tr> <td><i>(Own expense)</i></td> <td>- C</td> <td>Plane</td> <td>- P</td> </tr> <tr> <td>Privately Owned</td> <td></td> <td>Rail</td> <td>- R</td> </tr> <tr> <td>Conveyance (POC)</td> <td>- P</td> <td>Vessel</td> <td>- V</td> </tr> </table> 15d. REASON FOR STOP <table style="width: 100%; border: none;"> <tr> <td>Authorized Delay</td> <td>- AD</td> <td>Leave En Route</td> <td>- LV</td> </tr> <tr> <td>Authorized Return</td> <td>- AR</td> <td>Mission Complete</td> <td>- MC</td> </tr> <tr> <td>Awaiting Transportation</td> <td>- AT</td> <td>Temporary Duty</td> <td>- TD</td> </tr> <tr> <td>Hospital Admittance</td> <td>- HA</td> <td>Voluntary Return</td> <td>- VR</td> </tr> <tr> <td>Hospital Discharge</td> <td>- HD</td> <td></td> <td></td> </tr> </table> ITEM 15e. LODGING COST Enter the total cost for lodging.	GTR/TKT	- T	Automobile	- A	Government Transportation	- G	Motorcycle	- M	Commercial Transportation		Bus	- B	<i>(Own expense)</i>	- C	Plane	- P	Privately Owned		Rail	- R	Conveyance (POC)	- P	Vessel	- V	Authorized Delay	- AD	Leave En Route	- LV	Authorized Return	- AR	Mission Complete	- MC	Awaiting Transportation	- AT	Temporary Duty	- TD	Hospital Admittance	- HA	Voluntary Return	- VR	Hospital Discharge	- HD		
GTR/TKT	- T	Automobile	- A																																										
Government Transportation	- G	Motorcycle	- M																																										
Commercial Transportation		Bus	- B																																										
<i>(Own expense)</i>	- C	Plane	- P																																										
Privately Owned		Rail	- R																																										
Conveyance (POC)	- P	Vessel	- V																																										
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Awaiting Transportation	- AT	Temporary Duty	- TD																																										
Hospital Admittance	- HA	Voluntary Return	- VR																																										
Hospital Discharge	- HD																																												
REQUIRED ATTACHMENTS <ol style="list-style-type: none"> 1. Original and/or copies of all travel orders and amendments, as applicable 2. Two copies of dependent travel authorization if issued. 3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel. 4. Copy of GTR, MTA or ticket used. 5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more. 6. Other attachments will be as directed. 	ITEM 19 - DEDUCTIBLE MEALS Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.																																												
29. REMARKS EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN ONE-HALF OF PRESCRIBED DAILY WORKING HOURS.																																													
UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN																																													
Official phone calls listed in item 18 are approved.																																													

Figure C-2. Sample travel voucher (reverse)

Appendix D
Secretary of the Army Memorandum,
Subject: Policy for Travel by Department of the Army Officials

MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS, DEPARTMENT OF THE ARMY

SUBJECT: Policy for Travel by Department of the Army Officials

It is the policy of the Department of Defense and the Department of the Army that transportation resources be vigorously managed to prevent the misuse and perception of misuse. The enclosure to this memorandum revises and further clarifies key sections of the Army's travel policy. It supersedes the Secretary of the Army memorandum, dated December 8, 1995, subject as above, and implements specified policies and procedures provided by the Deputy Secretary of Defense memorandum, 1997, DoD Policy on the Use of Government Aircraft and Air Travel.

This revised policy reaffirms the Army's commitment to implementing sound travel policies and procedures. I strongly urge that you and your staff thoroughly review the provisions of this memorandum as well as the regulations, which it supplements. We should all be particularly alert to the policy regarding accompanied and unaccompanied spouse travel on both military and commercial aircraft, as well as newly defined minimum time frames for submission of official travel requests. The time frame limitations will assist approval authorities by providing sufficient time to explore alternative methods of cost-effective transportation.

All officials of the Department of the Army are expected to fully comply with the provisions and intent of these policies. Reimbursement from the individual will be required for transportation not authorized by the policies within this memorandum. I will continue to review our joint efforts to reduce the number of officials traveling and the cost of the associated travel.

<SIGNED 8 APR 1999>

Louis Caldera

Enclosure

Enclosure to this memorandum is located at: <http://www-tradoc.monroe.army.mil/dcsrm-fa/secarmy.htm>

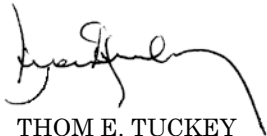
Glossary

AR	Army Regulation	ITO	Invitational Travel Orders
AEA	actual expense allowance	JFTR	Joint Federal Travel Regulation, Volume I
ATRRS	Army Training Requirements and Resources System	JTR	Joint Travel Regulation, Volume II
BTO	blanket travel order	LSP	Lodging Success Program
CONUS	continental United States	MTSA	Military Training Specific Allotment
CTO	commercial travel office	NCR	National Capital Region
DA	Department of the Army	OCONUS	outside continental United States
DFAS	Defense Finance and Accounting Service	OPLOC	Operating Location
DTOD	Defense Table of Official Distances	POC	privately owned conveyance
EFT	Electronic Fund Transfer	PRAC	Program Resource Advisory Committee
EOR	element of resource	SA	Secretary of the Army
FFM	Frequent Flyer Miles	SAM	special air mission
HQDA	Headquarters, Department of Army	TDY	temporary duty
IAW	in accordance with	TR	Transportation Request
		TRADOC	United States Army Training and Doctrine Command

FOR THE COMMANDER:

OFFICIAL:

CHARLES W. THOMAS
Major General, GS
Chief of Staff



THOM E. TUCKEY
Colonel, GS
Deputy Chief of Staff
for Information Management